

Pembrey and Burry Port Town Council
Facilities and Assets Committee meeting

Wednesday 5th June 2019

Present: Cllrs Michael Theodoulou (Chair), Richard Adler, Linda Edwards, Peter Freeman, John James, Robert John, Shirley Matthews, David Owens and Moira Thomas

In attendance: Kevin Williams (Technical Services Officer), Huw Thomas (Responsible Finance Officer)

Minute taker: Ed Davies (Administrative Assistant)

(Senior Citizen's Hall, Memorial Institute, Burry Port 6.30pm –8.05pm)

1. To receive apologies for absence

Apologies had been received from Cllrs Karen Francis Morris and Lisa Mitchell.

2. To receive members' declarations of interest in respect of the business to be transacted

Cllr Richard Adler declared an interest in item 8 due to his interests with Gerrans Gym.

Cllr John James declared an interest in all items related to the Bowls Club due to his membership of that organisation.

3. To confirm the minutes of the Facilities and Assets Committee meeting held on Wednesday 1st May

A correction in spelling was requested on page 4 in relation to the spelling of Cllr Linda Edwards name.

The minutes of the Facilities and Assets Committee meeting held on Wednesday 1st May 2019 had been received by all members in advance of the meeting and provided the requested correction was made the Committee **RESOLVED** that they be accepted as accurate.

ACTION: Admin Assist

4. To consider any matters arising from the minutes

P2 agenda item 5 "update on Bowls Club"

The RFO confirmed that the invoice for the Clubs turf maintenance would be paid from the Councils accounts.

The RFO also gave a brief update stating that the internal auditor had signed off on the 2017/18 accounts and were being sent to the external auditor. He added that he was working to ensure the accounts for 2018/19 were submitted to the external auditor by the deadline at

the end of June. Members heard that he was being supported by the Chair of the Finance, Governance and Personnel Committee and would be provided with every available resource to ensure the deadline was met.

Members also discussed the car parking area outside of the Bowls Club, noting that the County Members had raised the issue of surface repair with the County Council but it was very low on their priority list. It was also noted that the area was used by the other sporting clubs who used the Memorial Park.

P4 agenda item 8 “Consideration of the TSO report”

The TSO confirmed the delays to the sale of Copperworks were technical and related to boundaries and signatories.

P5 agenda item 8 “Consideration of the TSO report”

The TSO confirmed that he was still awaiting one quote for the tree maintenance work.

5. Update on Bowls Club

The Bowls Club representatives were not in attendance and the TSO confirmed that they had informed him they had no updates to give other than what he would raise in relation to maintenance work.

Cllr John James left the meeting due to his declaration of interest at 6.37pm

Members queried whether the women’s team had benefitted from the previous grant awarded for purchasing new club shirts, which the Chair agreed to raise with the representatives.

ACTION: Chair

Cllr John James returned to the meeting at 6.40pm

6. To consider the budget monitoring report

The RFO distributed a report showing the year end figures at the end of March 2019. He clarified that he had not had a chance to analyse this report for errors and for members to expect an updated document in due course.

On inspection of report members noted that income was higher than the target, and that the total expenditure was currently showing as slightly over the limit although there were some adjustments that they could immediately see that would likely bring that figure under budget. Members praised the RFO for his work.

7. Consideration of correspondence previously circulated to members – none circulated.

None had been received.

8. Consideration of the TSO report

The TSO gave a verbal update to accompany his previously distributed report.

Copperworks school

Progress was slow as there was no Section 106 agreement in place as yet but the paperwork was expected to be with the Council's Solicitors shortly.

Pembrey Heating System

The finalised design would be going out to tender in June with work to commence over the summer.

Legionella Risk Assessments

The risk assessment programme was in place with details obtained from the contractor. There were some remedial works needed by a plumber with a quote having been received.

Upstairs room in the Memorial Institute

Costings had been returned by the architect for options A and B however the TSO advised that they were budgetary costs with no contingency allowances. He added that given the large scale of the works it would be prudent to take the opportunity to also update the wiring and heating systems as they were both in need of modernisation. He had already asked for quotes from firms but none had been returned yet.

The TSO also stated that consideration would need to be made for moving out of the premises during the works as they would be disruptive for all building users.

Roof Maintenance works to the Bowls Club

The installation had taken place.

He added that a water tap issue had been resolved earlier in the week.

Headstone testing

The owners of graves and memorials which had been highlighted in the report were being contacted to undertake some remedial works, Otherwise the headstones would be laid flat to make them safe.

Harbour Playground

Although the playground was now open the contractor had a few minor corrections to make such as fixing fence panels. The County Council had also been approached with regards provision of additional signage and a litter bin.

In response to queries the TSO stated that due to repeated vandalism some items were already needed repair, and that they were being remedied as quickly as possible.

Members discussed options around installation of CCTV in the area and instructed the TSO to seek the advice of the previous contractor the Council had used.

ACTION: TSO

The Chair agreed to make enquiries with the owners of Parsons Pickles about potentially acting as a hosting site for a CCTV camera.

ACTION: Cllr Michael Theodoulou

Cllr John James agreed to enquire with the relevant departments at the County Council in relation to litter bins and signage.

ACTION: Cllr John James

Tree Survey

The survey works were still being actioned and the TSO had arranged for the surveying to incorporate the cemetery as there were a number of trees there also.

Structural Survey

The design for the covered walkway to the rear of the Memorial Hall in Burry Port was expected soon and once received quotes would be sought for costing purposes.

Electronic fob-operated door systems

Due to the high cost of all of the submitted quotes Members had previously decided to look into other options. The TSO had sourced combination lock key-cabinets for outside use which were awaiting installation.

Container storage

The TSO was in the process of informing the groups and organisations who used Council storage space at the rear of Copperworks and under the stage at Pembrey Memorial Hall to remove their items once the containers had been sourced.

Incredible Edible

Members discussed the recent installations in the garden on the corner garden discussed previously, with many complementary comments made.

Members also discussed potential planting regimes to consider in the future, with a particular focus on roundabout adornment. Members noted that the sustainably planted roundabout adjacent to the harbour may need some maintenance for next years displays.

Annual Playground Inspection report

The TSO agreed to look in to whether or not the maintenance staff still had valid training for undertaking the weekly inspections.

ACTION: TSO

Members discussed the need for a plan on the use of the asset transferred play areas in the future. An idea that had been suggested by a member of the public for turning a space in the community into a mindfulness garden was warmly welcomed. Members agreed that they should wait until the public meeting had been held to understand what the priorities of the community were.

Fire regulations

Before the TSO addressed this matter members received a preliminary list of major works for consideration which included an estimated cost. The Chair wished members to note that the Town Council had agreed to borrow £100,000 in a loan but the agreed sum may need reviewing as the estimated costs of the major works totalled much more than the loan would cover, even when combined with the proceeds from the sale of Copperworks. He

recommended they refer to the Finance, Governance and Personnel Committee a request to take out a loan for a further £100,000.

Some members suggested that the list of works may even need adding too and that due consideration should be given to environmental issues to future proof the commissioned works. It was noted that some of the necessary works were due to previous long term cost cutting.

The RFO confirmed that there was 3-4 years remaining on the repayments for a previous loan related to roof repair.

Members **AGREED** unanimously to refer the request to increase the loan amount by £100,000.

ACTION: Ref to FGP Committee

In relation to the works to conform to Fire Regulations the Committee **APPROVED** the spending of £2000 with 8 in favour, 0 against and 1 abstention.

9. Update on asset transfers

Members received the following updates:

- Harbourside play area transfer was now with the Town Council's solicitor.
- The strip of land at Pembrey had been investigated by the solicitors who confirmed that it belonged to the Church in Wales. As previously agreed the solicitor would be proceeding with the purchase provided that the deeds were produced.
- With regards the Pembrey Community Growing Association land the County Council officers dealing with the transfer stated that the paperwork was with the Town Council's solicitor and had been since November. Cllr David Owens agreed to speak to the solicitor on the matter.

ACTION: Cllr David Owens

- Regarding the Station Toilets members heard that due to repeat vandalism and damage every weekend it had become increasingly time consuming to continue the cleaning and maintenance, especially with no resolution forthcoming on the sale/transfer of the building. As Council cleaning staff were only contracted on an "hourly" arrangement a request had been made to end the SLA early to facilitate a resolution to the situation as it could not continue. Members discussed the issue and agreed it was important to ensure facilities were available. It was **AGREED** to contact the County Council asking them to find a resolution and for County members to use their influence also.

ACTION: Temp Assist Town Clerk

- Members heard how Pembrey Football Club had been successful in its application to raise floodlights at their pitches in Pembrey.

Cllr David Owens declared an interest as a close relative volunteered with them and left the meeting 7.30pm

However for the money to be transferred the club would need to own or lease the asset. Following discussion members **AGREED** on a course of action that had been discussed with the club, namely for the Town Council to receive the asset transfer of the pitch with the club taking on a sub-lease of the area to allow the installation of the lighting. There were 8 members in favour with 0 against and 1 abstention.

Members noted that this was consistent with the decision taken by the Town Council in relation to the playing fields at Burry Port Memorial Park.

Cllr David Owens returned to the meeting at 7.34pm

10. To receive a report on meetings of the Chairs Committee

Members were informed that the Chairs Committee had mostly dealt with in camera matters that would be discussed later in the meeting. It was noted that a special meeting of the Committee had been arranged for 2.30pm on 6th June.

11. To receive a report from the Chair of the Burial Sub Committee

Members discussed who would be the next Chair of the Sub-Committee. Cllr Shirley Matthews **AGREED** to take the post but wished it to be noted that her other responsibilities may interfere. Cllr David Owens as Vice-Chair stated he was happy to deputise as was required.

ACTION: Admin Assist

Members also **AGREED** that it may be necessary to increase the membership of the Sub-Committee and asked it to consider this matter at its next meeting.

ACTION: Ref to Burials Sub-Committee

It was reported that there was software training expected soon for staff to make future management of the cemetery easier. Members were also asked to note that the Chapel of Rest had only been used once in the previous year and given an identified need for office space and a waiting area at the cemetery the Sub-Committee recommended a referral to Town Council for the Chapel of Rest to be converted into office space and a waiting area. Members noted that the undertakers had been consulted and they reported that they had their own facilities or arrangements to fulfil that purpose.

Members **AGREED** for the conversion of the Chapel of Rest into an office and a waiting area should be referred to the Town Council as a recommendation of this Committee.

ACTION: Ref to TC

12. Consideration of fees for the Bowls Club meeting room.

Members **AGREED** for the calculation used to create a fee, based on the floor area, as used in the Senior Citizens Hall, with 8 members in favour and 0 against and 1 abstention.

ACTION: RFO

13. To consider any referred matters (if any)

None received.

14. Any other urgent business at the discretion of the Chair

An offer had been received from a member of the public of an old boat to be used for planting. Members **AGREED** that it would be a welcome asset and asked the TSO to look at the options including adjacent to existing displays or as a centrepiece elsewhere.

ACTION: TSO

A letter had been received from the Dementia Carers Group complaining on a number of matters including storage, the fees charged and lack of Council attendance at a Dementia training event.

Members heard how due to inconsistencies in policy in the past in relation to storage the Committee had asked for a review of the situation and in the meantime instructed staff not to offer any storage space. That review had not yet been completed and so no action could be taken. In relation to fees charged, members heard that the group received the same treatment as all hall hirers, and that they benefitted from the lowest possible rates the Council could offer. In relation to the lack of attendance, it was noted that no invite had been received by the office in relation to the event. The Chair stated that he would be contacting the Group and setting out this information.

Members discussed the request from a member of the public to establish a mindfulness garden. Those who had been contacted were instructed to ask the person in question to contact the office to establish a formal request.

In camera - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

15. To confirm the confidential minute of the meeting held on Wednesday 1st May 2019

The minutes of the Facilities and Assets Committee meeting held on Wednesday 1st May 2019 had been received by all members in advance of the meeting and the Committee **RESOLVED** that they be accepted as accurate.

ACTION: Admin Assist

16. To consider the Schedule of Accounts.

None had been received. No further discussion

17. To consider the commercial activity report.

The TSO had no information to add for in-camera discussion.

18. Update on the sale of Copperworks

Members discussed progress on the sale.

19. Consideration of staffing matters

Members discussed staffing issues in detail.